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FOR CONFIDENTIAL FILE

Government
Publications

Submission to

THE ROYAL
COMMISSION
ON
PUBLICATIONS

University of



Toronto Press

December 1, 1960



ROYAL COMMISSION ON PUBLICATIONS

MEMORANDUM FROM THE DIRECTOR OF THE
UNIVERSITY OF TORONTO PRESS

PURPOSE OF MEMORANDUM

1. This Memorandum is intended not so much to plead special problems as to furnish information to the Royal Commission on Publications regarding scholarly publishing facilities in Canada, and at this institution in particular. It has been prepared in response to the request contained in the public Memorandum to Participants (No. 1) issued by the Commission on October 28, 1960, and to the specific invitation included in a separate letter from the Secretary to the Commission dated October 31, 1960 (App. I). It will be appreciated, however, that as an institution whose primary function is to serve the scholarly and cultural interests of the Canadian academic community, the University of Toronto Press regards seriously all publishing problems that are being laid before the Commission, and recognizes the public importance of such a Commission at this time. It is desired that the Commission note that this informational Memorandum is being furnished by the Director of the University of Toronto Press on his personal responsibility, and where it expresses opinions it is not intended that these are necessarily those of the University Administration to which the Press is responsible. To the best of our knowledge, however, they are not at variance with any views that may be held by the President of the University of Toronto, its Board of Governors, or the Advisory Committee on Publications which is appointed by the Board of Governors.
2. This Memorandum will confine itself chiefly to questions related to this institution's programme of scholarly periodicals, it being understood that book publishing as such is not a primary concern of the Commission under the latter's terms of reference. However, on the strength of correspondence that we have initiated with the Secretary to the Commission, and by reason of the fact

that our book and periodicals programmes are joined at many points, reference will be made to our book publishing experiences wherever necessary, and questions from the Commission on either programme will of course be welcomed. If, in addition, further statistics or reports on either publishing programme would be useful to the Commission, we shall be glad to have these compiled in whatever detail necessary and furnished at any early date in the form of a Supplementary Submission.

SCOPE AND PURPOSES OF UNIVERSITY OF TORONTO
PRESS PUBLICATIONS PROGRAMME

3. Since its founding in 1901 (App. II), the University of Toronto Press has sought to ensure that the fruits of Canadian scholarly research shall not go unpublished where, except for economic considerations, publication is desirable. It can be said that at the present moment we are not aware of any completed book-length or article-length manuscript, belonging to the category mentioned and being editorially acceptable, which is unable to secure publication merely because financial support is lacking. This may be a comforting statement, but it does not justify complacency; the statement itself could be contradicted by the arrival tomorrow of an adequately illustrated manuscript in the field of Canadian art, or the manuscript of an abnormally expensive Canadian reference of the lexicographic type, to mention only two examples. The statement will definitely be open to contradiction after a few more years of academic expansion, unless subsidizing resources such as those of the University of Toronto Press, and of the Canada Council and related Councils, either increase or are augmented by other organizations providing similar assistance. The University of Toronto Press seeks no monopoly of the privilege of subsidizing publication costs.
4. There follow some pertinent facts concerning the programme of support to scholarly publishing provided by the University of

Toronto Press during recent years:

(a) From July 1, 1953 to June 30, 1960, the University of Toronto Press budgeted and provided net subsidies to scholarly books and periodicals issued over its imprint totalling \$350,000.

(b) These subsidies were wholly provided by the University of Toronto Press from its other publishing and related operations. This Press is not subsidized either directly or indirectly by its parent institution, and its subsidizing programme is therefore not a charge on the general budget of the University of Toronto. Its total annual appropriations for such purposes are recommended in advance by the Director and must be approved by the Board of Governors. All other costs of operation of the Press, including equipment, buildings, salaries, heat, and power, are absorbed by the Press itself. In effect, the total net income from the Press operations is devoted to the aforementioned costs, among which the subsidizing of scholarly publications is the most important dividend from the standpoint of the community at large.

(c) The University of Toronto Press at present (December 1, 1960) subsidizes seven journals which are published over its imprint (App. III). It had in print at the same date approximately five hundred book-length works, almost all being either the products of scholarship in Canada, or studies of Canadian subjects (App. IV).

(d) Although the total sales possible for many of its specialized publications are necessarily limited, most of its books (other than special college textbooks and certain local service publications) are exported from Canada. The largest single market is the United States, but active sales organizations are operated in the United Kingdom, Europe, India, Pakistan, South America, the Far East, etc.

(e) The present publishing programme of the University of Toronto Press has brought it to sixth position among fifty-one

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University of Toronto

member presses in the Association of American University Presses. At the present time (December 1, 1960) the Press's publishing programme includes twenty-five issues of its own journals each year, plus approximately seventy books published annually over its own imprint.

(f) The Printing Department operated by the University of Toronto Press is necessarily almost as specialized in the facilities it possesses as is the publishing programme it services. For example, the composition of mathematical formulae to the degree required by the Canadian Journal of Mathematics and by new volumes in the Mathematical Expositions Series is made possible only by the development at the Press of 10 pt. on 6 pt. composition (App. V). This service is unique in Canada, and available only in four or five centres in the United States. It is to be noted, however, that maintenance of the mathematical composition centre in the University of Toronto Press Printing Plant would not be economically possible were it not for the fact that important additional technical printing for the National Research Council is done through its facilities. The future of mathematical research publishing in Canada, at least in significant volume, depends on the continued availability of this centre's specialized service.

(g) Not least in importance among the specialized services demanded by, and made possible by, the publications programme of the University of Toronto Press is the Bibliographical and Research Centre, where the numerous manuscripts in process at all times are copy-edited. This department of the Press, perhaps to a greater degree than any other body in Canada, has made possible a scholarly book and periodicals programme which -- from the standpoint of technical editing at least -- is inferior to none in the world. The best documentation that can be offered in support of this statement is (i) the recognition that has been accorded our publications by the reviewers in all the leading

scholarly journals of the world, and regularly in such important general media as the Times Literary Supplement (London); and (ii) the fact that in recent years this Press has been entrusted with the publication of numerous (and voluminous) proceedings of international congresses and similar organizations (App. VI). Such publications are of course not subsidized; rather, they are procured by competitive tender and yield revenues which make the programmes of the Press possible.

(h) The University of Toronto Press at present employs upwards of two hundred full-time employees; in addition, the Printing Plant purchased outside graphic arts services of all kinds (chiefly in Canada) during the year ended June 30, 1960, costing approximately \$362,281.

(i) The procedures whereby books and journals are approved for subsidy by the Advisory Committee on Publications have been completely set forth in recent policy statements issued by the Press; these statements are attached to this Memorandum (App. VII and VIII). Certain features of these policies are especially relevant to the preceding summary of the status of scholarly publishing in Canada, e.g.,

(i) the sources, importance, and anonymity of readers' reports on which subsidized publishing decisions are based;

(ii) kinds of manuscripts eligible for support;

(iii) the fact that the majority of subsidized publications represent scholarship elsewhere than at Toronto;

(iv) the attraction our own subsidizing programme has exerted on collateral subsidies from elsewhere — including the Ford Foundation;

(v) the nature of the editorial service expected of a scholarly journal, and the freedom from institutional censorship that it is assured;

(vi) the relative cost considerations relating to journals and books, respectively, from standpoint of total subsidies required;

- (vii) the significance of the observation: "It is not possible, save in very unusual circumstances, to render an academic journal financially self-sustaining without altering its academic character.";
- (viii) the policy statement with respect to legitimate circulation promotion objectives;
- (ix) other points of policy as may be considered relevant by the Commission.

PROBLEMS OF SCHOLARLY PUBLISHING IN CANADA

Circulation

5. It would be misleading if we were to suggest that the circulation of scholarly books or journals published in Canada suffers by comparison with roughly parallel publications issued in the United States (App. IX). Having regard for differences in size of primary markets available, it would appear that Canadian scholarly books and journals are reaching their proper constituencies at least more completely than are many of their United States counterparts.
6. However it would be equally erroneous to suggest that Canadian scholarly publications, either books or periodicals, are in all cases being read by more than a fraction of the public, lay or academic, that might be expected to have an interest in their editorial content. The total Canadian library circulation of the Canadian Historical Review, for example, is less than 50% of the number of secondary schools in Ontario alone (App. X). Admittedly, the high school library patron is not, on the average, likely to be a regular reader of this journal. But it is significant that, when academic libraries in Canada are deducted from the Canadian library circulation total, probably no student in 90% of Canadian high schools has ever seen the journal in question; perhaps this statement applies to almost an equally large percentage of secondary school teachers. By the same reasoning, are there not more than six hundred and seventy-six

private individuals in Canada (including academic subscribers) who should be interested in its content? With greater or lesser force, similar observations would be valid respecting the other journals listed in Appendix X, with the possible exceptions of the Canadian Journal of Mathematics, and the Phoenix, both of which seem to be enjoying respectable distributions in relation to the readership groups that may be supposed to exist for them in this country and elsewhere.

7. What actual problem is exposed by the limited circulations mentioned in the preceding paragraph? It should be noted first that increased circulations alone would not necessarily eliminate the need for continued subsidies, unless increases so large as to convert these scholarly journals into national media were meant -- and this would simply be unrealistic. (The net revenues from increased subscriptions could hardly be expected to recover more than additional unit manufacturing and distribution costs, as opposed to editorial and composition costs.) The problem implied by what are apparently smaller-than-reasonable circulations has to do with the cost of circulation-building campaigns in such specialized reader-interest groups. It is normally more expensive to increase the circulation of a scholarly journal by, say, fifteen per cent, than it is to continue to subsidize it at present circulation figures. That is to say, a circulation-building campaign can easily cost upwards of \$2000 (very much upwards), and be productive of only nominal -- perhaps temporary -- improvement in numbers of subscribers.
8. The Toronto Quarterly has experimented with special supplements on selected topics of national and international importance. The effect of these supplements has been (a) to necessitate frequent and relatively expensive circulation-building campaigns in the various constituencies served by these supplements; (b) to increase the circulation, not however in proportion to costs, and not permanently. The experiment with supplements has

recently been modified; it will probably be abandoned. However a remarkably ambitious sales and advertising campaign is in progress at all times on behalf of all our book and periodical publications (App. XII). (Nothing in these observations re circulation-building should be interpreted as a desire to inflate circulations artificially, e.g., by pressing subscriptions on readers for whom the editorial content of the journals is not appropriate. All sales promotion efforts in the Press are aimed at optimum, rather than maximum, coverage. Any other policy would be short-sighted, for reasons that doubtless do not require development here.)

9. It follows that the cost of subsidizing publication expenses for a scholarly journal is one thing; the cost of promoting subscriptions is another. The need for a solution to this problem is great; it cannot easily be met by existing subsidizing funds, if the latter can indeed cope with it all.

Space Advertising Revenue

10. Space advertising revenues offset but an infinitesimal portion of the costs of publishing a scholarly journal (App. III). The rates in force are probably higher than they should be, having regard to circulations (App. X). At the same time, they barely cover per page costs of production, and it would be possible to insist that they do not do this.
11. In our opinion, increased revenues from space advertising cannot be expected to offset needs for publication subsidies in scholarly journals programmes in the foreseeable future; nor would it be economical to seek such revenues more aggressively than they are now being sought. (United States competition for advertising appropriations is not a factor here, and much present advertising is doubtless inspired by genuine, and greatly appreciated, good will on the part of the advertisers concerned.)

Copyright

12. We believe that all publishing in Canada labours under a disability

in relation to United States publishing that is not fully recognized, and often inadequately understood, by the publishing industry itself. Notwithstanding certain presentations to the Royal Commission on Patents, Copyright, Trade Marks and Industrial Designs, and notwithstanding certain observations in the Report handed down by the Commission, one great inequity endures to-day. It is this. To all intents, no original publication in a Canadian book or periodical enjoys in practice any copyright protection in the United States, whereas in the converse situation full protection of the Canadian Copyright Act is extended to publications of United States origin. The provisions for ad interim protection in the United States are as embarrassing in practice as they are unilateral in fact, and offer a path to full U. S. protection only if there is a redundant compliance with an infamous "manufacturing clause" in the U. S. Copyright Act. The embarrassing aspect of the ad interim copyright provisions in the United States legislation is that during the five-year period of limited protection available, not more than fifteen hundred copies of a work may be imported into the United States unless the copyright claimant formally abandons his U. S. copyright by written instrument deposited in Washington.

Mutuality of copyright protection between Canada and the United States is fictitious, although it is hypothesized by the existing Reciprocal Agreement on the subject (App. XI).

13. The disability to authors who publish originally in Canada, which is alleged at this point in the present Memorandum, begs certain questions. There follows an effort to propound some of these and to comment on them:

- (a) "If a 'copyright exposure' vis-à-vis the United States attaches to original publication in Canada, is advantage taken of this exposure by U. S. publishers?" This is a practical question, but the problem about which it inquires assumes a form that may be unexpected. We can state definitely that the Uni-

versity of Toronto Press finds itself under a severe disability when it is negotiating in competition with United States publishers regarding institutionally sponsored printing and publishing contracts in the United States (App. VI). It is not so much a question of how often have we been pirated as a question of how often have we not been commissioned to publish. We can state definitely that the issue has arisen on a number of occasions during publishing negotiations. We must also ask ourselves whether or not we are bound by honesty to point out the exposure where mention of it has not been made.

(b) "Is the ad interim protection available in the United States unsatisfactory?" Decidedly so. The fifteen hundred copy limitation on imports has forced formal abandonment of, or has nullified, copyright in several cases within our experience. Worse yet, it has forced redundant manufacture in the United States, the net loss on such operations being in effect a charge against income which would otherwise have been available for subsidizing other Canadian works. Finally, United States manufacture forced under these provisions spells loss of revenue and employment to Canadian printing plants.

(c) "Do authors really concern themselves with such alleged U. S. exposures of their copyrights?" We believe that neither Canadian authors nor Canadian manufacturers -- probably not even Canadian publishers -- have concerned themselves sufficiently with this problem. But to the extent that the United States Act is known by U. S. authors to offer them a special protection, subject to the quid pro quo re U. S. manufacture, it constitutes a psychological disability for original Canadian publication in the minds of authors everywhere, and most markedly so in the minds of the most successful authors. The creation of copyright property is an act of the spirit, and we must be concerned about these psychological deterrents to Canadian publication. The fact that they are not widely well understood provides the contrary to

a solution; the Canadian publisher has lost his case with the major author even before he is allowed to plead it. And he could not plead it successfully if he were permitted to try, for the fact is that Canadian publication is inferior publication -- with respect to U. S. copyright protection. Is it too much to suggest that Canadian publishing of all kinds would be stronger than it is to-day, if copyright in Canada depended on compliance with a Canadian "manufacturing provision"? We think this is not an unreasonable speculation.

(d) "Does the alleged U. S. exposure hold as much significance for a scholarly publisher as for a commercial publisher?"

Probably more, because of the fact that the vast majority of our publishing programme is Canadian in authorship and manufacture, finds its largest market in the United States, is the natural source of quotation and reference by other scholars, and enjoys no protection whatsoever in the United States of America. Many publishers' contracts obligate the publisher to protect the world rights in a publication. By the very act of publication, the Canadian publisher normally destroys his author's U. S. copyright in the unpublished manuscript. We could not include a clause in our contracts which imposed a responsibility that we could not discharge fully except by complete manufacture in the United States in all cases.

14. We note here that Canadian ratification of the Universal Copyright Convention may rectify the situation just described at some date in the future. We note that the Canadian author enjoys the protection of the Berne Convention (of which the U. S. is of course not a member), although Canada has not acceded to the Brussels Convention. We note that the Canadian Copyright Act does include certain compulsory licensing provisions which have been cited by the United States in rebuttal of complaints similar to the foregoing. We see no merit, and no value, in the Canadian provisions for compulsory licensing.

Special Aspects of United States Periodical Competition

15. It will be noted that we have not suggested that the competition offered by United States periodicals ("Canadianized" or otherwise) is in itself a problem for the Canadian scholarly publisher. But it should not be inferred that as scholarly publishers we are indifferent to the reading habits of the Canadian public. Nothing is of greater concern to us and to those whom we endeavour to serve. The Recommendations later in this Memorandum will confirm our concern over the question of Americanization of reading matter in this country, which question we suppose to be paramount in the considerations of this Commission. Without involving ourselves in the immediate problem of advertising revenues lost to U. S. periodicals (hybridized in some cases), we feel compelled to offer a few observations in keeping with the responsibilities we believe we hold as a scholarly publishing institution.
16. Any progressive Americanization of periodical literature consumed in this country must sooner or later have its impact on academic publishing as well. This is not to imply that we feel the same need for protecting our academic colleagues against certain kinds of literature as others may feel regarding the Canadian public at large! Nevertheless, there is as much to distinguish some research techniques in, say, the humanities in Canada from equivalent techniques in the United States as there (still) is to distinguish the educational philosophies at other levels, the international outlooks, the literary tastes themselves between the two countries. Without launching on a definition of the overworked Canadian image in all such matters, we must subscribe to the ideal of preserving the identity of Canadian culture where that identity can be healthfully nurtured. Whether we call it bi-culturalism, or by some other name, it is a subject of scholarly interest and concern -- but of Canadian scholarly concern chiefly. We seek to serve the Canadian scholarly

community, and we deplore every kind of erosion of the Canadian tradition, a tradition which our authors continue to study, and in doing so, to exemplify. We believe that the concern of the Commission on this matter is a legitimate one, and that in its deliberations there is much of the future at stake.

17. But as academic publishers, we are opposed to censorship in any guise, and especially to censorship designed to control the free flow of general information simply on the ground that it may contain cultural bias. This is neither to deny nor proclaim the existence of a cultural invasion, of course. But we do not think that such an invasion should ever be countered by means of an embargo or quota imposed on the informational media themselves. The reaching of value judgments regarding bias, emphasis, accuracy, and opinion to be found in periodical literature from abroad should not normally be made an administrative function of government.
18. On the other hand, there appears to be a serious economic threat to Canadian industry, and to the Canadian publishing and graphic arts industries especially, implicit in the imbalance and apparent trend in periodical reading habits in this country. If the Commission is satisfied that a long-range economic threat does exist, then economic action might be justified, presumably in the form of taxation of advertising in the foreign periodicals. The case for such action is clearly strengthened by the unfair competition, or "dumping", aspects attributed to those foreign media practising overrun costing, in various ways, to permit Canadian advertising content at special rates -- if these conditions can be proved to the satisfaction of the Commission.
19. The purpose of these observations on a problem that is somewhat, but not entirely, remote from scholarly journal publishing interests is to present our view on what appears to be the central concern of these hearings. We believe that if any form of control is recommended by the Commission, the recommendation

should be clearly founded on economic rather than cultural considerations, and should favour economic control rather than content censorship in any form.

SUGGESTIONS AND RECOMMENDATIONS

20. The influence of Canadian scholarly publishing programmes could be substantially increased if information regarding the publications could be advertised still more effectively, without the necessity of underwriting such additional costs with funds that otherwise would be used for subsidy of scholarly works of all kinds. Additional advertising investments cannot, generally speaking, be expected to be self-liquidating in this field. We would respectfully suggest that the appropriate departments of government might be encouraged and enabled to mount advertising and other promotional programmes, in Canada as well as abroad, on behalf of this country's scholarly and cultural periodicals and books, as is now done for the tourist industry (to mention one example). Such advertising should be informational and it should be precisely descriptive of the serious publications to which it might refer. Advance consultation with relevant publishers, but for advice only, should be a part of any such programme. We would prefer not to urge that this be an additional charge on the Canada Council's present budget, if only because this would require diversion of funds from the Council's other subsidizing programmes. But administration of such a programme, with additional financial assistance provided, might well be entrusted to the Canada Council, or the Canada Council itself might act as an impartial adviser.
21. We would urge the earliest possible ratification by Canada of the Universal Copyright Convention. It is recognized that revision of the existing Canadian Copyright Act is considered to be a necessary preliminary, and we feel that this process should therefore be expedited, or better, interim legislation enacted that would permit prompt ratification.

22. We consider that it would not be unrealistic for Canada to request of the United States, through appropriate channels, immediate exemption of Canadian publications from the manufacturing requirements of the United States Copyright Act. This could be a useful interim step toward ratification of the Universal Copyright Convention, and early rescinding of the compulsory licensing provisions in our own Copyright Act could be discussed simultaneously. We do not believe that the latter provisions are useful (see Report on Copyright, Royal Commission on Patents, Copyright, Trade Marks and Industrial Designs, Queen's Printer, Ottawa, 1957, at pages 30 ff.).

* * *

Submitted by the Director of the
University of Toronto Press,
December 1, 1960
M. JEANNERET

APPENDIX I

COPY OF LETTER FROM ROYAL COMMISSION ON PUBLICATIONS

P.O. Box 1501,
Station "B",
Ottawa, Ontario.

October 31, 1960.

Mr. M. Jeanneret, Director,
University of Toronto Press,
Front Campus,
University of Toronto,
Toronto 5, Ontario.

Dear Mr. Jeanneret:

Thank you for your letter of October 25, 1960 and
the enclosed catalogue.

The Royal Commission on Publications would be most
interested in receiving a submission from the University of
Toronto Press concerning the position of the scholarly publi-
cations in Canada. Accordingly, I am enclosing herewith a
memorandum to participants, in which you will note that the
Commission will be holding hearings in Toronto from Dec. 12
to 14, 1960. Should you decide to make a submission, the
Commission would appreciate the receipt of fifteen (15) copies
by December 5.

I note that copies of the order-in-council containing
the terms of reference for the Commission were not enclosed.
This oversight is regretted and three copies are enclosed
herewith.

Yours sincerely,

(Signed) P. Michael Pitfield,
Secretary

/adr
Enc.

APPENDIX II

UNIVERSITY OF TORONTO PRESS

Begun as a small printing plant in 1901, the University of Toronto Press has developed into a leading Canadian publisher and one of the important university presses of the world.

The University of Toronto Press employs approximately 200 persons in all departments. It operates a bookstore for the students of the University of Toronto, which is the largest bookstore in Canada, in area and in sales. It operates a printing plant with composing room, press room, and bindery, which employs approximately 100 persons. It has a publications department which is now issuing approximately seventy new books and 25 issues of journals every year. The editorial staff, known as the Bibliographical and Research Department, comprises 24 persons, the majority of whom hold honours university degrees. This editorial staff is headed by the Editor of the Press, and comprises Associate Editors, Assistant Editors, and Editorial Assistants, all precisely classified as to function and qualifications. In addition, there is a Production (design) department of three members.

Although the Press is operated as a department of the University, it requires no subsidies from the University, and the publication of scholarly books and journals is supported entirely from the margin on its own operations. Under its terms of reference any margin over and above costs of operation is devoted to the support of scholarly publishing. In 1960, the Press subsidized the publication of scholarly books in the amount of \$30,659, and of scholarly journals by \$35,506, in all, \$66,165. Total subsidies over the past five years have amounted to \$281,061. Financial policies of the Press are controlled by the Director, who reports to the Board of Governors; manuscripts for publication which are to be subsidized are approved by the Advisory Committee on Publications, appointed by the Board of Governors and composed of senior academic members of the University, with the President as Chairman and the Director of the Press as Secretary. (A list of the present Committee is appended hereto.)

Among several series established by the Press, that on Canadian Government is notable for the contributions which it has already made

in the fields of Canadian history and politics. Nine volumes have been published, of which two have won Governor-General's Awards for Academic Non-Fiction. Other well-known series are the Canadian Economic Studies, the Alexander Lectures, and the Mathematical Expositions Series. The University of Toronto Press has attempted to develop a publishing programme that is national in scope and that will serve the interests of scholarship throughout Canada. It has published many volumes in co-operation with other universities in every part of Canada. No special preference is given to authors located on the Toronto campus. The organizations with which it is associated in the publication of scholarly journals are national in scope.

A distinguishing feature of the University of Toronto Press publishing operation is the high percentage of its books shipped abroad. Substantially more than fifty per cent of its output is exported from Canada, and it is unique among Canadian publishing houses in having highly organized selling facilities in almost every major book-buying country of the world, including the United Kingdom, Europe, India, Pakistan, and the Near and Far East. United States orders, which comprise the largest single group, are serviced from a warehouse maintained by the University of Toronto Press in the United States.

In 1959 the Press embarked upon a monumental work - the Dictionary of Canadian Biography. This vast project was made possible by a bequest of the late James Nicholson of Toronto, valued at over a million dollars. Income only from the estate will be used, the Dictionary thus being maintained in perpetuity. First general editor is Dr. George W. Brown, eminent historian, and the staff comprises members of the Bibliographical and Research Department of the Press.

THE ADVISORY COMMITTEE ON PUBLICATIONS

Dr. Claude T. Bissell, President of the University of Toronto
A. R. Gordon, Dean of the School of Graduate Studies, ~~Head of~~
~~the Department of Chemistry~~

(The Advisory Committee on Publications)

R. R. McLaughlin, Dean of the Faculty of Applied Science ~~and Head of the Department of Chemical Engineering~~

J. A. MacFarlane, Dean of the Faculty of Medicine

M. St. A. Woodside, Principal of University College

C. A. Wright, Dean of the Faculty of Law

V. W. Bladen, Dean of the Faculty of Arts *and Science*

J. M. S. Careless, Chairman of the Department of History

A. S. P. Woodhouse, Head of the Department of English, University College

Rev. L. J. Bondy, Head of the Department of French, St. Michael's College

T. A. Goudge, Professor of Philosophy

C. D. Rouillard, Head of the Department of French, University College

C. E. Phillips, Professor of Education

H. S. M. Coxeter, Professor of Mathematics

E. H. Craigie, Professor of Comparative Anatomy and Neurology

G. W. Brown, Honorary Editor of the University of Toronto Press and General Editor, Dictionary of Canadian Biography

Marsh Jeanneret, Director of the University of Toronto Press

UNIVERSITY OF TORONTO PRESS
STATEMENT OF INCOME AND EXPENSE OF SUBSIDIZED PERIODICALS
FOR THE YEAR ENDED JUNE 30, 1960
(with comparative total figures for the 1959 year)

	The University of Toronto Quarterly	The Canadian Historical Review	The Canadian Journal of Economics and Political Science	The University of Toronto Law Journal	Canadian Journal of Psychology	Canadian Journal of Mathematics	The Phoenix	Provision for completion	Total 1960	Total 1959	Increase or (decrease)
Income:											
Advertising	\$ 579	\$ 437	\$ 542	\$ 410	\$ 1,299				\$ 1,968	\$ 1,864	\$ 84
Subscriptions	3,593	3,346	998	907	4,029				10,143	10,542	(399)
Reimbursement of printing costs	500	1,914	8,883						14,826	11,591	3,235
Subsidy received	\$ 4,672	\$ 5,697	\$ 10,423	\$ 1,317	\$ 5,328	\$ 3,000	\$ 1,200		4,700	300	4,400
									\$ 31,637	\$ 24,517	\$ 7,120
Cost of operating:											
Printing	\$ 7,324	\$ 6,765	\$ 12,226	\$ 2,209	\$ 6,224				\$ 34,748	\$ 29,677	\$ 5,071
Salaries of outside editors		1,050	750	350	200				2,350	2,350	
Bibliographical department charges	2,806	2,354	4,236	392	303	\$ 751			10,842	8,262	2,580
Office salaries and expenses	1,500	996	1,500	204	600				4,800	4,800	
Payments to contributors	1,978								1,978	1,925	53
General expenses	215	498	322	30	146	15	\$ 1,200		1,226	1,033	193
Subsidies granted						3,000			4,200	3,600	600
Special promotion	466	408							874	237	637
	\$ 14,289	\$ 12,071	\$ 19,034	\$ 3,185	\$ 7,473	\$ 3,766	\$ 1,200		\$ 61,018	\$ 51,884	\$ 9,134
Departmental gross expense	\$ 9,617	\$ 6,374	\$ 8,611	\$ 1,868	\$ 2,145	\$ 766			\$ 29,361	\$ 27,367	\$ 2,014
Addition to provision for completion (statement 13)								\$ 19	19	1,933	(1,914)
Add portion of general administration expenses	477	477	477	191	246	19	19		1,906	1,730	176
Total departmental expense	\$ 10,094	\$ 6,851	\$ 9,088	\$ 2,059	\$ 2,391	\$ 785	\$ 19	\$ 19	\$ 31,306	\$ 31,030	\$ 276

NOTE: The figures at the bottom of each column indicate the net loss borne by the University of Toronto Press budget for each journal for the year. The journals are published under a variety of financial arrangements, so that parallel figures will not necessarily be found in all columns. A portion of the expense of the Canadian Journal of Economics and Political Science is borne by the Political Science Association, and part of that of the Canadian Journal of Psychology by the Canadian Psychological Association. The subsidies shown as applied to the Canadian Journal of Mathematics and The Phoenix are paid from the Publications Fund of the Press (both journals also receive support from other sponsors). These two subsidies should be added to the total departmental expense, comprising a total of \$35,500 expended by University of Toronto Press for the year in the support of scholarly journals.

APPENDIX IV

Separate Exhibit
(see pocket inside back cover)

COMPLETE CATALOGUE OF UNIVERSITY OF TORONTO PRESS

BOOKS IN PRINT

Total: 479 titles

- 22 -

APPENDIX V

Separate Exhibit
(see pocket inside back cover)

AUTHOR'S MANUAL

FOR USE IN CONNECTION WITH MATHEMATICAL WORKS

APPENDIX VI

SOME RECENT INTERNATIONAL PROCEEDINGS

PUBLISHED BY UNIVERSITY OF TORONTO PRESS

XVII Concilium Ophthalmologicum 1954 (Canada; United States of America): Acta. 1955. Vols. I, II, and III (2107 pages).

Proceedings of the IX International Botanical Congress. Three volumes (733 pages). Volumes IV and V in preparation.

Proceedings of the X International Congress of Genetics. Three volumes (961 pages).

Proceedings of the International Conference on Nuclear Structure. (900 pages). 1960

Proceedings of the VII International Conference on Low Temperature Physics (576 pages). 1960

Proceedings of the International Conference on Nuclidic Masses (250 pages). 1960

Transactions of the American Ophthalmological Society. Ninety-Fourth and Ninety-Fifth Meetings; Ninety-Sixth in preparation. (About 800 pages each.)

Geology of the Arctic: First International Symposium on Arctic Geology, sponsored by the Alberta Society of Petroleum Geologists (1100 pages). In preparation.

APPENDIX VII

THE SCHOLARLY BOOKS OF THE UNIVERSITY OF TORONTO PRESS

POLICY STATEMENT

This statement of existing policy respecting the scholarly books of the University of Toronto Press was adopted by the Advisory Committee on Publications at its meeting on May 13, 1960.

The general purpose of the subsidized programme of scholarly book publication of the University of Toronto Press is to disseminate the results of scholarly research which might not otherwise be adequately published. It should be noted that the Press issues other scholarly books, as well as other appropriate non-fiction works, whose publication does not require subsidy from the Press. The information that follows relates only to the subsidized book publishing programme.

Subsidies for scholarly book publication are provided from the Publications Fund of the University of Toronto Press. This Fund is maintained by annual grants authorized by the Board of Governors of the University, on the recommendation of the Director, entirely from the proceeds of Press operations, and without assistance -- either direct or indirect -- from other University funds. At the present time, out of total grants of seventy thousand dollars, the sum of approximately forty thousand dollars is devoted annually to the support of publication of scholarly books. The balance is devoted to the scholarly journals programme. In practice, total costs of publication of approved subsidized books are charged to the Fund at the time they are incurred, and net proceeds of sales of such books are credited to the Fund as they accrue. Thus the subsidies voted annually make possible a much larger dollar value of publishing than the cost of the subsidized books themselves

The Publications Fund is administered by the Advisory Committee on Publications, which is composed of senior members of the University staff representing the major disciplines, with the President as

Chairman and the Director of the Press as Secretary. Scholarly manuscripts are given first consideration by the Editorial Department of the University Press; if not declined at this stage they may then be submitted to carefully selected readers for expert opinions in the particular field of study to which each belongs. Because of the highly specialized nature of most manuscripts thus considered, every effort is made to secure reports from the senior authorities in the world, wherever they may be. Appropriate fees are paid to the readers and the identity of those reporting is held in strict confidence, normally being shared only with the Advisory Committee. Manuscripts recommended by readers' reports are brought forward for consideration by the Committee at its next regular meeting. Ordinarily, the Committee does not examine the actual manuscripts, but meets to appraise the reports received.

The Advisory Committee's ability to publish is limited by budgetary considerations at any time. It also recognizes some natural priorities of interest in addition to the first priority of merit. Manuscripts written by Canadian scholars, or on subjects relating to Canada, or presenting results of research carried out in Canada, are generally felt to have some priority of claim on the Fund, all other considerations being equal. Reprints of scholarly works previously published elsewhere, or translations of published works, necessarily have a low priority. No special priority has been granted works written at the University of Toronto, and rather more than half the works subsidized by the Press represent scholarship at other institutions.

The financial support given to manuscripts through the Publications Fund is frequently augmented by smaller additional subsidies previously offered by councils such as the Social Science Research

Council of Canada, the Humanities Research Council, and, of recent years, the Canada Council, or by other universities and institutions. (Personal subsidies by authors of manuscripts are accepted only under very exceptional circumstances.) It is to be noted that grants made by the Councils are also usually based on reports from qualified readers. Although a Council recommendation does not imply automatic acceptance by the Press, it carries great weight. An important difference between the activities of the Councils and the Advisory Committee is that the Councils may give support to research as such, whereas the Publications Fund supports only the results of research as embodied in manuscripts submitted.

A collateral grant of great importance to scholars publishing in the humanities and social sciences has been received in recent years from the Ford Foundation. This grant, which is subject to numerous conditions that parallel the Press's own conditions with regard to subsidizing book publications, has amounted to \$8,500 per year over a five-year period beginning in 1957, annual renewal being based on audited reports supplied by the Press to the Ford Foundation each year.

Manuscripts subsidized by the Publications Fund are published under the same contractual arrangements with regard to royalties as are non-subsidized books; they are produced as attractively and promoted as vigorously, each in its proper market. Each manuscript is edited to a standard carefully set and maintained by the Editorial Department of the Press, but such editorial review always occurs in close consultation with the author. All details of format, including the selection of type, layout of pages, choice and arrangement of illustrations, the kind of paper, binding and jacket, are planned by the Publications Production Department. The Promotion Department prepares

descriptive literature, sends out review copies, and plans sales campaigns including exhibits, newspaper advertisements, extensive direct mail circularization, and personal calls on booksellers and scholars. The promotional objective is optimum distribution within the community to which the work is addressed.

A distinguishing feature of University of Toronto Press publishing is the extraordinarily high percentage of books sold outside of Canada. Substantially more than fifty per cent of the output is exported. The Press is unique among Canadian publishing houses in having highly organized selling facilities in almost every major book-buying country of the world, including the United Kingdom, Europe, India, Pakistan, and countries of the Near and Far East. United States orders, which comprise the largest single group, are normally filled from the Brooklyn warehouse of the University of Toronto Press.

With assistance from the Publications Fund, several scholarly series have been established by the Advisory Committee, including the University of Toronto Romance Series (founded 1948), the Department of English Studies and Texts (founded 1942), and the University of Toronto Near and Middle East Series (founded 1948). In 1946, the Committee approved the appointment of Professor R. MacGregor Dawson as editor of a new Canadian Government Series; this Series now includes nine volumes. Its present editor is Professor J. A. Corry. In 1949, the Social Credit in Alberta Series, edited by Professor S. D. Clark, was initiated with partial support from the Social Research Council of Canada under a special grant from the Rockefeller Foundation; the Series was brought to successful completion in 1959 when the tenth volume appeared.

APPENDIX VIII

THE SCHOLARLY JOURNALS OF THE UNIVERSITY OF TORONTO PRESS

POLICY STATEMENT

This statement of existing policy respecting the scholarly journals of the University of Toronto Press was adopted by the Advisory Committee on Publications at its meeting on May 13, 1960.

The scholarly journals publishing programme supported by the University of Toronto Press is complementary to its scholarly book publishing programme. The purpose of both is to disseminate the knowledge derived from research, and both are concerned with writing based on research that might not otherwise be adequately published. To this end, both are given substantial financial assistance by the University of Toronto Press in the form of annual grants authorized by the Board of Governors of the University. At the present time these grants exceed in total seventy thousand dollars per year, and are wholly provided by the Press itself from its other publishing, printing, and book distribution services. In 1959, approximately thirty thousand dollars of this grant was devoted to the support of the learned journals programme. As recently as 1947, the corresponding subsidy given to learned journals was twelve thousand dollars. The increase during the intervening twelve years has been chiefly directed to the improvement of what was already a major journals programme for one institution, to offsetting increases in costs of production, and to increasing the subsidies of the individual journals already supported rather than to expanding the programme to include new journals.

This programme of publishing scholarly journals began with the Canadian Historical Review in 1920. The Review was followed by the University of Toronto Quarterly in 1931; the Canadian Journal of Economics and Political Science, published jointly with the Canadian Political Science Association, in 1934; the University of Toronto Law Journal in 1934; the Canadian Journal of Psychology, published jointly

with the Canadian Psychological Association, in 1946; The Phoenix, the journal of the Canadian Classical Association, in 1947; and the Canadian Journal of Mathematics, sponsored by the Canadian Mathematical Congress, in 1949. All of these journals have been published continuously since their founding, and comprise twenty-five issues of seven academic journals every year.

The seven journals are published under various arrangements with respect both to editorial control and to control of finances. In some cases the total cost of publication is underwritten by the Press, in others either the Press or the learned society concerned contributes a specified amount annually, the other of these two sponsors carrying the balance. In accordance with the arrangements made for each journal, the Press supplies complete manuscript editing through its large Editorial Department, design and production through its Publications / Production Department, supervision of advertising through its Promotion Department, and subscription and accounting service through its business departments. Particular emphasis is placed by the Press on careful preparation of manuscripts for typesetting, and on supervision of every stage of production, to ensure that production standards are maintained.

A learned journal is usually composed of articles based on research which by reason of their length, immediacy, or significance have been considered appropriate to periodical publication. Book reviews and bibliographies, as the tools of research, are also normally suitable for journal publication. The awareness of the scholar of the accessibility of publication in a suitable journal can lend added enthusiasm to his research, because of his confidence that he will secure adequate and reasonably prompt publication if his work merits it. The publication of scholarly journals in Canada means that the scholar need not feel his opportunity of securing publication will be limited if he

chooses to work in a field particularly relating to this country.

Basic criteria for the editorial content of a scholarly journal normally include the following:

1. The purpose of an academic journal is publication of research, not the dissemination of propaganda for any particular institution or any particular discipline.

2. An academic journal should fill a genuine scholarly need, and serve a public which is important, although not necessarily large.

3. A subsidized academic journal should not seek to duplicate services adequately provided by existing media, whether the latter are subsidized or not.

4. The primary purpose of an academic journal is to serve an existing academic community, not to create one, although the establishment of a journal can undoubtedly contribute a great deal to the growth of an institution or association.

5. Ephemeral news, notes, and reports of personal activities, such as might appear in a news bulletin, are not ordinarily appropriate for inclusion in a scholarly journal.

6. Any journal sponsored by University of Toronto Press is expected to maintain standards of format equivalent to those of other Press publications with respect to cover design, choice of type, selection of paper, and layout of advertisements, if any.

The financial responsibilities involved in the journal publication programme of University of Toronto Press differ in some important respects from those involved in its book publishing programme. Main considerations to be borne in mind include the following:

1. A journal is a continuing financial responsibility which is incurred for an indefinite period and cannot be estimated in totality, even though its continuance is, of course, subject to review by the

sponsoring body or bodies at all times. The expense of publishing a book, on the other hand, can be estimated, incurred, and paid, normally within a relatively short period. If funds are not available, publication of a book may be deferred or declined, whereas a journal is not easily postponed even if funds are short. The decision to share responsibility for a new journal is therefore much more serious than the decision to publish even a very costly book.

2. The assurance of continuing support from a national association is of great assistance in maintaining a scholarly journal, and may be a considerable incentive to beginning one.

3. The journals publishing programme and the subsidized book publishing programme of the University of Toronto Press are not in any sense competitive one with the other, but it is desirable that they should be kept in balance. Nor are they intended to be competitive with similar programmes of other Canadian institutions.

4. It is not possible, save in very unusual circumstances, to render an academic journal financially self-sustaining without altering its academic character.

5. Although the distribution of an academic journal can be improved by judicious promotion, an artificially inflated subscription list may not be beneficial in the long run to the financial health of the journal, nor to the needs it is intended to serve.

6. While the present inflationary trend continues, financial arrangements between the Press and any sponsoring institution or association will require periodic review and adjustment.

The Advisory Committee on Publications of the University of Toronto Press does not interfere with editorial policy so long as a journal continues along the broad lines on which it was established, but changes in editorship are regularly approved by the Advisory Committee.

COMPARATIVE CIRCULATION OF SIMILAR SCHOLARLY JOURNALS
PUBLISHED IN CANADA AND IN THE UNITED STATES

HUMANITIES

			<u>Circulation</u>
*Toronto Quarterly	articles and reviews	quarterly	900
Books Abroad	international comment on books	"	1275
Criticism	art and literature	"	251
Diogenes	philosophy and humanism	"	1200
Georgia Review	literary quarterly	"	1700
Hudson Review	literary quarterly	"	3000
Romanic Review	romance languages and literature	"	626
South Atlantic Quarterly	general literature	"	786
*The Phoenix	classical articles	"	800
Classical Philology	" "	"	743

SOCIAL SCIENCES

*Canadian Historical Review	articles and reviews	quarterly	1500
American Historical Review (Association Journal)	"	"	10,500
Hispanic American Historical Review	"	"	1344
Journal of Modern History	"	"	1606
*Canadian Journal of Economics and Political Science	"	"	2250
American Economic Review (Association Journal)	"	"	13,082
American Political Science Review	"	"	7000
Journal of Political Economy	"	"	2991
Quarterly Journal of Economics	"	"	2900
*University of Toronto Law Journal	"	"	540
Oklahoma Law Review	"	"	750
University of Chicago Law Review	"	"	1658
*Canadian Journal of Psychology	"	"	1260
American Psychologist (Association Journal)	"	monthly	17,925
Contemporary Psychology	"	monthly	6335
Journal of Experimental Psychology	"	monthly	2860
Journal of Personality	Experimental studies	quarterly	1640
*Canadian Journal of Mathematics	mathematical articles	quarterly	900
Annals of Mathematics	"	6 per year	1000

*Journals published by University of Toronto Press and circulation figures from Press records. All other figures from An Advertiser's Guide to Scholarly Periodicals, 1960-61, compiled by the Association of American University Presses.

APPENDIX X

JOURNALS PUBLISHED BY UNIVERSITY OF TORONTO PRESS

THE CANADIAN HISTORICAL REVIEW

Editor: John T. Saywell

Published by University of Toronto Press

Contains authoritative reviews and articles on history and associated subjects. A list of recent publications relating to Canada is a feature of each issue.

Published quarterly: March, June, September, December

Established: 1920

Average length per issue: 96 pages

Total circulation: 1500

Breakdown:	Canada	U.S.A.	Foreign
Individual	676	100	80
Library	325	286	46

Advertising rates: Back cover, \$50.00; full page, \$40.00; half-page, \$25.00

Subscription: \$4.00 per year; single copies, \$1.50

THE CANADIAN JOURNAL OF ECONOMICS AND POLITICAL SCIENCE

Editor: J. H. Dales

The Journal of the Canadian Political Science Association. Published by University of Toronto Press in co-operation with the Association.

Contains scholarly articles and authoritative reviews on economics and political science.

Published quarterly: February, May, August, and November

Established: 1934

Average length per issue: 160 pages

Total circulation: 2250

Breakdown:	Canada	U.S.A.	Foreign
Individual	1072	192	276
Library	222	296	189

Advertising rates: Back cover, \$50.00; full page, \$40.00; half-page, \$25.00

Subscription: \$6.00 per year; single copies, \$1.50

THE CANADIAN JOURNAL OF PSYCHOLOGY

Editor: J. M. Blackburn

The Journal of the Canadian Psychological Association. Published by University of Toronto Press in co-operation with the Association.

Contains scholarly articles and authoritative reviews.

Published quarterly: March, June, September, and December

Established: 1946

Average length per issue: 80 pages

Total circulation: 1260

Breakdown:	Canada	U. S. A.	Foreign
Individual	715	202	63
Library	42	188	52

Advertising rates: Full page, \$60.00; half-page, \$35.00

Subscription: \$6.00 per year; single copies, \$1.75

THE UNIVERSITY OF TORONTO LAW JOURNAL

Editor: F. E. La Brie

Published by University of Toronto Press

Contains scholarly articles and authoritative reviews.

Published annually: Spring term

Established: 1934

Average length per issue: 176 pages

Total circulation: 540

Breakdown:	Canada	U. S. A.	Foreign	Bulk sale*
Individual	89	2	8	400
Library	17	16	9	

* Not broken down

Advertising rates: Back cover, \$50.00; full page, \$40.00, half-page, \$25.00

Subscription: Two numbers constitute a volume \$4.00 a volume, \$2.50 a number

THE TORONTO QUARTERLY

Editor: Millar MacLure. Assistant Editor: F. W. Watt

Published by University of Toronto Press

A Canadian journal of the humanities. Letters in Canada is an annual feature.

(Toronto Quarterly)

Published quarterly: October, January, April, July

Established: 1931

Average length per issue: 112 pages

Total circulation: 900

Breakdown:	Canada	U.S.A.	Foreign
Individual	344	43	56
Library	235	208	27

Advertising rates: Back cover, \$50.00; full page, \$40.00; half-page, \$25.00

Subscription: \$4.00 per year; single copies, \$1.50

THE PHOENIX

Editor: Mary White. Editor pro tem.: A. Dalzell

The Journal of the Classical Association of Canada. Published by University of Toronto Press for the Association.

Contains scholarly articles and reviews.

Published quarterly: February, May, August, November

Established: 1946

Average length per issue: 64 pages

Total circulation: 800 (breakdown not available)

Advertising rates: Full page, \$25.00; half-page, \$15.00

Subscription: \$4.00 per year; single copies, \$1.00

CANADIAN JOURNAL OF MATHEMATICS

Editor-in-Chief: G. F. D. Duff

Published by University of Toronto Press for the Canadian Mathematical Congress

Contains articles on pure and applied advanced mathematics.

Published quarterly: January, April, July, October.

Established: 1949

Average length per issue: 160 pages

Total circulation: 900

Breakdown	Canada	United States	Foreign
	114	341	451

Total Individual, 213

Total Library, 677

Complimentary, 16

Advertising rates: \$50 per page

Subscription: \$8.00 a year, \$2.00 a copy

APPENDIX XI

"RECIPROCAL" ASPECTS OF CANADIAN AND UNITED STATES COPYRIGHT

(The following summary is based on Fox, Harold G., The Canadian Law of Copyright, University of Toronto Press, 1944, p. 549 et seq.)

Extension of Statute to Foreign Countries

Power is given to the Minister to extend the benefit of the Act to countries outside the Union by s. 4(2) which provides that if the Minister certifies by notice that any country which has not adhered to the Convention grants or has undertaken to grant either by treaty, convention, agreement or law to citizens of Canada the benefit of copyright on substantially the same basis as to its own citizens, or copyright protection substantially equal to that conferred by the Canadian Act, such country shall, for the purpose of the rights conferred by the Act, be treated as if it were a country to which the Act extends. The Minister is empowered to give such a certificate notwithstanding that the remedies for enforcing the rights or restrictions on the importation of copies of works under the law of such country differ from those in the Canadian Act.

Extension to the United States

Such a notice certified by the Minister was made in respect of unpublished works in favour of the United States of America on December 26, 1923 ("Canada Gazette" vol. 57, no. 26 at 2157, Dec. 29, 1923.) By the terms of this notice it was provided that the United States should, from January 1, 1924, "for the purpose of the rights conferred by the said Act be treated as if it were a country to which the said Act extends." The effect of this notice was that since January 1, 1924, citizens of the United States have been entitled to the full protection of the Copyright Act and amendments, without the performance of any formalities.

American Copyright in Canadian Works

Thereupon the President of the United States, on December 27, 1923, issued a proclamation to the effect that on and after January 1, 1924,

"citizens of Canada will be entitled to all the benefits of the Act of March 4th, 1909 (The existing U.S. Copyright Law.), . . . and the Acts amendatory to the said Act." However, the enjoyment by any work in the United States of the rights and benefits conferred by the Act of March 4, 1909, and the Acts amendatory thereof, are conditioned upon compliance with the requirements and formalities prescribed with respect to such works by the copyright laws of the United States.

By s.8 of the United States Act of 1909 copyright extends to the work of an author or proprietor who is a citizen or subject of a foreign state or nation (a) when he is domiciled within the United States at the time of the first publication of his work; or (b) when the foreign state or nation of which such author or proprietor is a citizen or subject grants, either by treaty, convention, agreement or law, to citizens of the United States the benefit of copyright on substantially the same basis as to its own citizens, or copyright protection substantially equal to the protection secured to such foreign author under this Act or by treaty; or when such foreign state or nation is a party to an international agreement which provides for reciprocity in the granting of copyright, by the terms of which agreement the United States may, at its pleasure, become a party thereto. The existence of the reciprocal conditions aforesaid shall be determined by the President of the United States by proclamation. In the absence of such a proclamation a foreigner cannot avail himself of the copyright laws of the United States.

In order to obtain copyright in the United States, therefore, Canadian citizens are eligible but must comply with the requirements of the Copyright Act of 1909. Each copy of the work must bear a notice that the work is the subject of copyright. Copies of the work must be deposited promptly with the Registrar of Copyrights, and the deposit must be accompanied by a claim of copyright. Books and periodicals in the English language, even though of foreign origin, must be printed in the United States.

APPENDIX XII

THE PROMOTION OF UNIVERSITY OF TORONTO PRESS BOOKS AND JOURNALS

I. Books. The main methods of promotion may be summarized under these seven headings:

1. Review and desk copies
2. Cataloguing
3. Direct Mail
4. Display Advertising
5. Personal Contact
6. Exhibits
7. Overseas Agents

1. Review and other free copies are sent out sometimes to a maximum of 10 percent of the total first printing. Depending on the nature of the book in question these copies go to appropriate scholarly journals, book review editors in the daily and weekly press, etc. Other free copies have to be deposited with the National Library and forwarded to overseas agents (see 7).

2. Every book published by University of Toronto Press is catalogued in one or more seasonal catalogues which contain complete descriptive references. In addition, each book is listed for as long as it is in print in the Catalogue of Books in Print which is circulated annually to every major library in the world, and to many scholars. A special printing of this catalogue is also produced for inclusion in Books in Print, the major bibliographic reference for the book trade and libraries in North America.

3. Direct mail prospectuses, appropriate to each publication issued, are distributed to academic and other mailing lists with greatest possible thoroughness. Again the nature of the brochure entirely depends on the market being approached and the nature and quality of the book. During the current year over 350,000 mailing pieces will be dispatched by University of Toronto Press to scholars, libraries, and bookstores all over the world—including the Soviet Union.

4. Display advertising in both the daily press and in popular and academic journals is limited only by the budgets available for each, and these budgets are continuously revised according to sales experience.

5. Personal contact with booksellers and librarians is maintained in Canada by sales representatives in Vancouver, Winnipeg, Montreal, and Fredericton (covering the Atlantic Provinces). The country is also covered by annual visits made from Toronto. These personal contacts are of the utmost importance in impressing the book trade as a whole with the importance of our publications.

6. A widespread range of exhibits is held under various auspices all over the world. Co-operative displays with the Association of American University Presses are in continuous progress. In recent years University of Toronto Press books have been exhibited at the Leipzig and Frankfurt book fairs, in Great Britain, in many parts of the United States and Canada, in South America, and in Tokyo.

7. University of Toronto Press books abroad are sold through sales agents.

In Europe the firm of W. S. Hall, based on Amsterdam, carries copies of books and catalogues to all the major European booksellers as well as supervising the distribution of leaflets supplied by us to over 600 different accounts. W. S. Hall also covers Soviet Europe on our behalf.

In Great Britain Oxford University Press acts as agent and carries in London a stock of virtually every Toronto title in print. Oxford University Press is supplied with catalogues which are distributed to booksellers and libraries and their salesmen carry copies of books and jackets on their sales visits. Oxford University Press is also responsible for India and Pakistan.

The rest of the world is covered through the firm of Henry M. Snyder who have sales agents in South America, Australasia, Africa, and the Philippines. As with our other agents, Henry M. Snyder promote through the use of catalogues and direct mail material as well as copies of the books.

Miscellaneous means of promotion include the use of radio and television, the use of books as prizes, and other normal promotional methods. In general, the purpose is to inform the proper constituency for each publication, never to mislead customers.

II. Journals. The journals published by University of Toronto Press are promoted in very similar ways throughout the world. Every catalogue produced by the Press includes full details of these journals and from time to time special promotional literature is produced for one or more of them. It is not financially feasible, of course, to attempt to promote each issue of each journal as it appears. University of Toronto Press overseas agents do not promote University of Toronto Press journals directly. However, in recent years a special effort has been made to solicit every major university and public library in the world.



1960-61

UNIVERSITY OF TORONTO PRESS

Complete

Catalogue

of Books

in Print

UNIVERSITY OF TORONTO PRESS
TORONTO, CANADA

This complete list of publications in print, 1961, contains:

Alphabetically arranged list of all books in print with standard bibliographical data and prices. The main entry follows the name of the first author or editor.

A list of all series.

A list of titles by subject classifications.

A list of journals published or handled by University of Toronto Press.

All prices are subject to change without notice.

In Canada and U.S.A.:

University of Toronto Press books and journals may be obtained through booksellers and jobbers anywhere. Should you have difficulty, however, in obtaining any publication listed here, you may order directly from our Book Department. Unesco book coupons are accepted.

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Henry M. Snyder & Co., 440 Fourth Avenue, New York 16, New York.

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Texts and reference books, subject to Educational discount to booksellers, are marked (E). When a book is issued in both Trade and Educational editions, both prices are marked, and each is subject to appropriate discount.

For further information on University of Toronto Press publications write to:

The Promotion Department, University of Toronto Press, Front Campus—University of Toronto, Toronto 5, Canada.

PRINTED IN CANADA

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Most of these books are in stock
in our New York Warehouse.

LIST OF SYMBOLS USED IN THIS CATALOGUE:

AL:	<i>Alexander Lectures.</i>
AP:	<i>Atlantic Provinces Studies.</i>
BM:	<i>Brookside Monographs.</i>
BS:	<i>University of Toronto Studies: Biological Series.</i>
CDS:	<i>University of Toronto Studies: Child Development Series.</i>
CGS:	<i>Canadian Government Series.</i>
CJEPS:	<i>Canadian Journal of Economics and Political Science.</i>
CMC:	<i>Canadian Mathematical Congress Lecture Series.</i>
CSE:	<i>Canadian Studies in Economics.</i>
CSHG:	<i>Canadian Studies in History and Government.</i>
DEST:	<i>Department of English Studies and Texts.</i>
DJGML:	<i>Duncan & John Gray Memorial Lectures: Fondation Duncan et John Gray.</i>
E:	<i>Subject to educational discount to booksellers.</i>
FB:	<i>University of Toronto Forestry Bulletins.</i>
FL:	<i>Falconer Lectures.</i>
ME:	<i>Mathematical Expositions Series.</i>
MEGS:	<i>Manitoba Ethnic Group Studies.</i>
MS:	<i>University of Toronto Studies: Mathematical Series.</i>
NMES:	<i>Near & Middle East Series.</i>
OP:	<i>Out of Print.</i>
OSCS:	<i>Ontario Series of the Champlain Society.</i>
PES:	<i>Political Economy Series.</i>
PhS:	<i>Phoenix Supplementary Volumes.</i>
RS:	<i>University of Toronto Romance Series.</i>
RSC:	<i>Royal Society of Canada.</i>
RSCP:	<i>Royal Society of Canada Pamphlet Series.</i>
RSCS:	<i>Royal Society of Canada Special Publications.</i>
RSCSV:	<i>Royal Society of Canada: Studia Varia Series.</i>
SCA:	<i>Social Credit in Alberta Series: Its Background and Development.</i>
UTQ:	<i>University of Toronto Quarterly.</i>
UTQS:	<i>University of Toronto Quarterly Supplements.</i>
WL:	<i>Wallberg Lectures.</i>

SUBJECT CLASSIFICATION USED IN THIS CATALOGUE:

<i>Accounting and Taxation.</i>	<i>Engineering.</i>	<i>Milton.</i>
<i>Agriculture.</i>	<i>English Language and</i>	<i>Music.</i>
<i>Anthropology and Ethnology.</i>	<i>General Linguistics.</i>	<i>Ontario.</i>
<i>Archaeology.</i>	<i>English Literature.</i>	<i>Philosophy.</i>
<i>Architecture and Housing.</i>	<i>Essays, Lectures and</i>	<i>Physics.</i>
<i>Arts and Crafts.</i>	<i>Pamphlets.</i>	<i>Political Science.</i>
<i>Astronomy.</i>	<i>Forestry.</i>	<i>Psychiatry and Psychology.</i>
<i>Banking and Finance.</i>	<i>French Language and</i>	<i>Religion.</i>
<i>Bibliography.</i>	<i>Literature.</i>	<i>Science.</i>
<i>Biography.</i>	<i>Geography and Geology.</i>	<i>Shakespeare.</i>
<i>Biology.</i>	<i>German Literature.</i>	<i>Slavic Studies.</i>
<i>Botany.</i>	<i>Hebrew and Near East</i>	<i>Social Service.</i>
<i>Business.</i>	<i>Studies.</i>	<i>Sociology.</i>
<i>Chemistry and Pharmacology.</i>	<i>History, Canadian and U.S</i>	<i>Spanish and Italian Literature.</i>
<i>Child Study.</i>	<i>History, European.</i>	<i>Toronto.</i>
<i>Classical Literature.</i>	<i>Journals.</i>	<i>Transportation.</i>
<i>Dentistry.</i>	<i>Law.</i>	<i>Travel.</i>
<i>Drama and Theatre.</i>	<i>Mathematics.</i>	<i>Universities and Colleges.</i>
<i>Economics.</i>	<i>Medicine and Health.</i>	<i>Zoology.</i>
<i>Education.</i>	<i>Meteorology.</i>	

Accounting and Taxation:

- ASHLEY, Introduction to Accounting for Students of Economics.
 BLAKE, Customs Administration in Canada.
 ELLIOTT, Tariff Procedures and Trade Barriers.
 LA BRIE, Cases and Materials on the Law of Taxation.
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AUTHOR'S MANUAL

*For Use
in connection with
Mathematical Works*



University of Toronto Press

AUTHOR'S MANUAL

THE UNIVERSITY OF TORONTO PRESS has installed a new method of setting mathematical formulae with a view to reducing the hand work involved and improving the appearance of the finished product. The time and cost of setting are both materially reduced. First and second order indices, being set in place mechanically, are aligned with an accuracy almost impossible to achieve with hand work.

With the advent of *4-line typesetting* of formulae the careful preparation of a manuscript for submission to the printer has become of even greater importance than formerly. The task of the Editors will be greatly simplified and a cleaner manuscript for submission to the printer will result from a fuller understanding by the author of the difficulties involved. To this end authors are requested to co-operate by typing papers according to the simple rules laid down herein.

1. 4-LINE TYPESETTING. In the older method of Monotype composition of formulae each character was cast on a body 12 points high, and while this allowed for the setting of indices by machine, it precluded the superposition of superscripts and subscripts except by expensive handwork. To overcome this and other difficulties the new system allows for the casting of characters on 6-pt. bodies. With this added flexibility it is possible to build up even the most complicated formulae on the machine and avoid almost all the hand work which formerly led to delays and inaccuracies. The accompanying illustration shows the positions of the characters on the type bodies. All of the type is put in place mechanically except the large signs, brackets, and braces.

For the benefit of those unfamiliar with Monotype setting we briefly describe the mechanical processes involved. The edited manuscript is handed to the operator of a key-board much like that of a large typewriter. When a given key is pressed a certain combination of holes is punched in a paper tape. After the whole manuscript is keyboarded the tape is taken to a second machine called the *caster*. In this machine the code punched on the paper tape is translated into a pair of coordinates which locate a matrix or mould of the required symbol which is brought into position over a nozzle through which comes molten metal under pressure, thus casting the symbol. The metal hardens very rapidly and the symbol on its metal "body" is moved over into a tray which gradually builds up type to the length of a "galley." After the necessary changes are made by hand the metal is inked and a proof can be pulled.

It should be noted in the illustration below that characters frequently “overhang” and are supported on neighbouring bodies. That such support is adequate and no breakage of type occurs is a tribute to the accuracy with which the machinery is made. The need for such supporting bodies, usually blanks, places a considerable added strain on the keyboard operator who must visualize the arrangement of the symbols as they will issue from the caster.

$$\int_{-\infty}^{\infty} H_n^2(x) e^{-2x^2} dx = \int_{-\infty}^{\infty} \left[\frac{d^n}{dx^n} e^{-x^2} \right]^2 dx$$



2. TYPING THE MANUSCRIPT. The inclusion of indices of the first and second orders and other special symbols in the matrix case can only be made at some sacrifice of other characters. In consequence it is necessary for the Editors:

(a) *To divide the manuscript in two parts*, the first part to be cast from the “text” case using 12-pt. bodies and the second from the formula or “display” case using 6-pt. bodies. Text and formulae are, therefore, set on different keyboards.

(b) *To list the symbols used in a given paper*, so that as many as possible can be inserted in one or other or possibly both matrix cases, and hand work thus be avoided.

The whole Roman alphabet is available *only* in the text case, although italics are, of course, available in both. Thus it is possible to draw up the following suggestions for the typing of the manuscript.

Rule 1: If superscripts and subscripts are to be superposed, or if second order indices or fractions (not using a solidus) appear, then this material should be set as “display” (centred as formulae) and the manuscript typed accordingly.

Rule 2: Ordinary text (set in Roman type) should *not* be combined with displayed material as defined above.

3. GENERAL RULES. In addition to the important distinction between text and displayed material the following general rules for the preparation of manuscripts should be carefully followed.

(a) All manuscripts should be typed double-spaced on opaque paper, leaving good margins on both sides. Never type on both sides of a sheet of paper. The *original* and not a carbon copy should be submitted for publication.

(b) Sectional headings should be inserted but not underlined.

(c) Sufficient space should be left for displayed formulae, special symbols, etc., which are to be inserted by hand, so that they can be made sufficiently large to be clear to the printer. Particular attention should be paid to consistency as regards the formation of symbols; any doubt about the author's meaning may lead to confusion.

(d) Diagrams should be drawn on white bristol board or on linen in India ink, with a view to a reduction of 2 to 1 or 3 to 1 in the engraving. It should be kept in mind that this reduction will apply also to the thickness of the lines and to the lettering. A common fault is to make the lettering too small; another is to draw lines so close to one another that they run together when reduced. Both drawings and letters should be kept *open*.

(e) To indicate italics, underline with a straight line; to indicate bold type, underline with a wavy line. Take care that such underlining does not run on underneath symbols or numerals, whether typed or handwritten. Do *not* underline isolated letters, x , y , P , Q , etc. which appear in the text or in displayed formulae, since these are always printed in italics. If other type is desired it should be indicated (see below).

(f) Underline Greek letters in red (but do *not* underline the signs Σ Π \in); type German letters and underline with green (or some colour other than red). If small capitals are desired underline with two straight lines, large capitals with three straight lines. It will save the author delay and the Editors much trouble if only those types and symbols are used which are available at the University of Toronto Press (see list below). If other symbols are desired it may be necessary to charge the cost of purchase to the author.

4. REFERENCES AND FOOTNOTES. It is the practice of the *Canadian Journal of Mathematics* to list references in alphabetical order at the end of the paper. The references are then numbered and referred to by means of these numbers enclosed in bold parentheses. In order to reduce the number of footnotes, references should be inserted in the text. If a page reference is required it can also be enclosed within the bold parentheses; for example

(2, p. 25; 3, p. 25, Theorem 5).

Footnotes should be indicated by superscripts, and numbered from the beginning of the paper. They should be typed on a separate sheet and not inserted at the foot of a page. Care should be taken to place the reference superscript on a word or at the end of a sentence, *not* on a symbol or formula.

In the following sample references it will be observed that titles, whether of papers or books, are printed in italics.

1. R. Brauer, *A note on Hilbert's Nullstellensatz*, Bull. Amer. Math. Soc., 54 (1948), 894-896.
2. P. Dubreil, *Algèbre*, vol. 1 (Paris, 1946).

5. SYMBOLS. Certain specific limitations of the ordinary typewriter may make mathematical copy difficult for the typesetter to interpret.

(a) If there is any possibility of doubt be careful to distinguish zero from the letters "o" and "O" by underlining the letters in pencil. A similar confusion is likely to arise between the Arabic one and the letter "ell." A typewriter may have the symbol 1 for one; if not, be sure to distinguish "one" from "ell" by superimposing a solidus to denote "ell."

(b) The letters "l" and "e," "r" and "n," "k" and "κ," "v" and "ν" must be carefully distinguished when handwritten. Capitals and small letters are also easily confused. Care should be taken to make clear whether a superscript ¹ or a prime ' is meant, and whether a subscript ₁ or a comma , .

(c) It is impossible to lay down hard-and-fast rules concerning the writing of mathematical formulae. From Rule 1, §2, however, it is clear that a solidus instead of a horizontal bar should be used in writing indices or fractions which are to be included in the text. The use of a negative index frequently leads to real simplification of a formula. The following examples will serve to indicate accepted usage and may suggest other simplifications in particular cases.

$$e^{(s-s_0)/c}, \quad K(r) = [1 + e^{-r}]^{-1}, \quad \frac{a+b}{2} = \frac{1}{2}(a+b),$$

$$f(x) \geq 2^{-n} f_n(x), \quad \frac{dt}{ds} = c \left(1 - \frac{2m}{r} \right)^{-1}, \quad a = \frac{3}{4} R_p + \frac{1}{2} R_q,$$

$$\prod_{j=1}^{p^r-1} \binom{(k-1)p^r + jp - 1}{p-1} / \binom{jp-1}{p-1}, \quad \sum_{i=1}^{2k} (2^{-j} v n^{-1} - x)^i$$

TYPE FACES AND SYMBOLS

The University of Toronto Press has available the complete Latin alphabet, in capitals and lower case, in italic (*A, a*), Roman (**A, a**), and boldface (**A, a**) in 10-pt., 8-pt. and 6-pt. type.

Papers for publication are set in 10-pt. type, footnotes in 8-pt. type, tables in 10-pt. or 8-pt.

SPECIAL CHARACTERS AVAILABLE IN 10-PT. LATIN ALPHABET

1. Lightface italic, barred (\bar{A}, \bar{a}). Entire alphabet.
2. Lightface italic, with tilde (\tilde{A}, \tilde{a}). Entire alphabet.
3. Lightface italic, dotted. Entire alphabet lower case $\dot{a}, \dot{f}, \dot{c}$.
4. Lightface italic, double dotted. $\ddot{a} \ddot{e} \ddot{g} \ddot{i} \ddot{o} \ddot{r} \ddot{u} \ddot{x} \ddot{y} \ddot{z}$
5. Lightface italic, underscored. $\underline{I} \underline{b} \underline{d} \underline{s} \underline{t}$
6. Script.¹ *A B C D E F G H I J K L M N O P Q R S T U V W X Y Z*
7. Lightface italic indices (first order) ($^{aA} a_A$). Entire alphabet.
8. Lightface italic indices (second order) ($_{a_a a_b}$). Entire alphabet lower case.
9. Overscored italic indices (first order) for use in denominator lines or as barred indices (\overline{aA}). Entire alphabet.
10. Lightface italic (first order dotted). $\ast \acute{a} \acute{r} \acute{s} \acute{z}$
11. Lightface roman indices (first order) ($^{aA} a_A$). Entire alphabet.

NUMERALS

1. Lightface indices, first order. $^1 2^3 4^5 6^7 8^9 0$
2. Lightface indices, first order, overscored. $\overline{1} \overline{2} \overline{3} \overline{4} \overline{5} \overline{6} \overline{7} \overline{8} \overline{9} \overline{0}$
3. Lightface indices, second order. 1234567890
4. 10-pt. fractions. $\frac{1}{2}, \frac{1}{3}, \frac{2}{3}, \frac{1}{4}, \frac{3}{4}, \frac{1}{5}, \frac{2}{5}, \frac{3}{5}, \frac{4}{5}, \frac{1}{6}, \frac{5}{6}, \frac{1}{8}, \frac{3}{8}, \frac{5}{8}, \frac{7}{8}$
5. Fractional indices, first order. $\frac{1}{2} \frac{1}{3} \frac{1}{4}$
6. Fractional indices, first order, overscored. $\overline{\frac{1}{2}}$
7. Piece fractions, in 10-pt. formulae. $\frac{1}{2} \frac{1}{3} \frac{1}{4} \frac{3}{4} \frac{5}{6} \frac{6}{7} \frac{7}{8} \frac{8}{9} \frac{9}{10}$
8. 10-pt. numerals, overscored. $\overline{1} \overline{2} \overline{3} \overline{4} \overline{5} \overline{6} \overline{7} \overline{8} \overline{9} \overline{0}$

SPECIAL CHARACTERS AVAILABLE IN 8-PT. LATIN ALPHABET

1. 8-pt. lightface. Entire alphabet caps and lower case, tilde, $\tilde{A} \tilde{B} \tilde{a} \tilde{b}$
2. 8-pt. lightface. Entire alphabet caps and lower case, bar, $\bar{A} \bar{B} \bar{a} \bar{b}$
3. 8-pt. lightface italic indices (first order) ($^{aA} a_A$). Entire alphabet.
4. 8-pt. lightface roman indices (first order) ($^{aA} a_A$). Entire alphabet.

¹Script letters are available for hand insertion only. Thus German letters should be used for symbols which occur frequently.

GREEK ALPHABET

1. 10-pt lightface

Alpha	α	A	Nu	ν	N
Beta	β	B	Xi	ξ	Ξ
Gamma	γ	Γ	Omicron	o	O
Delta	δ	Δ	Pi	π	Π
Epsilon	ϵ	E	Rho	ρ	P
Zeta	ζ	Z	Sigma	σ	Σ
Eta	η	H	Tau	τ	T
Theta	θ	Θ	Upsilon	υ	Υ
Iota	ι	I	Phi	ϕ	Φ
Kappa	κ	K	Chi	χ	X
Lambda	λ	Λ	Psi	ψ	Ψ
Mu	μ	M	Omega	ω	Ω

2. 10-pt. lightface overscored ($\bar{\alpha}$). All lower case. Also $\bar{\Delta}$ and $\bar{\Gamma}$.

3. 10-pt. lightface with tilde ($\tilde{\alpha}$). All lower case.

4. 10-pt. lightface dotted. All lower case. ($\dot{\alpha}$)

5. 10-pt. lightface double dotted. $\ddot{\alpha} \ddot{\epsilon} \ddot{\eta} \ddot{\iota} \ddot{\omicron} \ddot{\upsilon} \ddot{\omega} \ddot{\theta} \ddot{\xi}$

6. Indices, first order (α_α). All lower case.

7. Indices, first order, overscored Greek. All lower case. $\bar{\alpha}_\alpha$

Greek Characters (by numbers)

No. 3	Γ	No. 21	Φ	No. 30	ζ	No. 39	o	No. 48	ω
„ 4	Δ	„ 22	X	„ 31	η	„ 40	π	„ 49	α
„ 8	Θ	„ 23	Ψ	„ 32	θ	„ 41	ρ	„ 50	ϑ
„ 11	Λ	„ 24	Ω	„ 33	ι	„ 42	σ	„ 51	ϕ
„ 14	Ξ	„ 25	α	„ 34	κ	„ 43	τ	„ 52	ς
„ 16	Π	„ 26	β	„ 35	λ	„ 44	υ	„ 55	f
„ 18	Σ	„ 27	γ	„ 36	μ	„ 45	φ	„ 56	∂
„ 19	T	„ 28	δ	„ 37	ν	„ 46	χ		
„ 20	T	„ 29	ϵ	„ 38	ξ	„ 47	ψ		

GERMAN ALPHABET

1. 10-pt. lightface (\mathfrak{a} , \mathfrak{N}). Entire alphabet. Caps and lower case.

2. Indices, first order. $\mathfrak{a} \mathfrak{b} \mathfrak{c} \mathfrak{d} \mathfrak{p}$

SYMBOLS

1. In 10-pt.

$\bar{\wedge}$ \wedge $\dot{+}$ $\bar{+}$ \pm $=$ \approx \cong \propto \simeq $-$ \times $+$ $=$ \ominus \oplus
 $"$ \mp ∞ \neq \Hbar \approx \napprox \therefore \odot \div \mathscr{F} \sim $@$ \bullet \approx \cong
 \square $\%$ $\%$ \mathfrak{P} \varnothing \equiv $=$ \equiv \perp \S \dagger \ddagger $\#$ \sim $\$$ \pounds
 \leq \geq \angle \cup \cap \subseteq \supseteq $\not\subset$ $\not\supset$ \subset \supset \in \ni \div \neq \pm
 \gtrsim \lesssim \vee \wedge $>$ $<$ ∇ Δ $>$ $<$ \gg \ll \gg \ll ∇ Δ
 \leftarrow \rightarrow \rightarrow \leftarrow \leftrightarrow \leftrightarrow \Rightarrow \Leftrightarrow \Rightarrow \Leftarrow \Rightarrow \Leftarrow \nearrow \nwarrow \rightarrow \leftarrow
 \uparrow \downarrow \nearrow \nwarrow $/$ \parallel \nparallel \nmid $|$ $|$ \checkmark \checkmark $\{$ $\}$ $($ $)$
 \langle \rangle $\{$ $\}$ $[$ $]$ $($ $)$ Σ \int $::$ \div

2. Indices, first order.

$+$ $+$ $-$ $-$ $=$ $=$ \times \times \neq \neq \pm \pm ∞ ∞ $\sqrt{}$ $\sqrt{}$
 $<$ $<$ $>$ $>$ \leq \geq \nmid \nmid \equiv \neq \rightarrow \pm ∞ ∞ $\sqrt{}$ $\sqrt{}$

3. Indices, first order, overscored.

$\overline{\gamma}$ $\overline{\gamma}$ $\overline{\mp}$ $\overline{=}$ $\overline{=}$ $\overline{\gamma}$

4. Indices, second order.

$^{+}$ $^{-}$ $^{+}$ $^{-}$

5. In 8-pt.

\blacksquare \square \circ \bullet \odot \otimes $\#$ \S \int $"$ \dagger \ddagger $@$ \mathfrak{P} \star
 \blacklozenge \diamond \square \boxtimes \triangle ∇ \curvearrowright \curvearrowleft \diamond $\♂$ ♀ \oplus \triangle \blacktriangledown \blacktriangle \bullet
 \equiv \propto \approx ∞ \propto $\%$ \checkmark \pm \therefore \equiv $=$ $=$ $($ $)$ $\{$ $\}$
 \neq \neq \div \leftrightarrow \leftrightarrow \leftarrow \rightarrow \Leftarrow \Rightarrow \Leftarrow \Rightarrow \subset \supset \perp $>$ $<$
 $<$ $>$ \lesssim \gtrsim \ll \gg ∇ Δ \approx \lesssim \sim \approx \cong \neq \oplus \ominus

\mathscr{F} \mathscr{F} $()$ $[]$ $\{ \}$ $|$ $/$ $\sqrt{}$ Σ Σ Π $\sqrt{}$ ∞ ∞ ∞ ∞ ∞

